

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION OFFICE  
777 NORTH F STREET, PORTABLE #B  
SAN BERNARDINO, CA 92410

**AGENDA**

**July 12, 2018**

**5:30 P.M.**

**I. Call to Order**

- A. The meeting is called to order at \_\_\_\_\_.
- B. Pledge of Allegiance
- C. Roll-Call
  - Commissioner Valeria Dixon, Chairperson Present \_\_\_\_\_
  - Commissioner Michael Salazar, Vice Chairperson Present \_\_\_\_\_
  - Commissioner George Bohn, Member Present \_\_\_\_\_

**II. Approval of Agenda**

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**III. Public Comments**

- Note*
- 1. The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)
  - 2. Each speaker may speak only once.
  - 3. A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
  - 4. A ***Request to Speak*** form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

**IV. Action Items**

- A. The Commission will consider approving the following eligibility list(s):
  - 1. Instructional Tutor LH/PH Exam # 18-038
  - 2. Program Clock and Fire Alarm Technician Exam # 18-040

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**B.** The Commission will consider approving the following recruitments:

1.	Computer Specialist III	Open/Promotional	07/05/2018-07/31/2018
2.	Custodian II	Promotional Only	07/05/2018-07/31/2018
3.	Data Quality Specialist	Open/Promotional	07/05/2018-07/31/2018
4.	Help Desk Technician	Open/Promotional	07/05/2018-07/31/2018
5.	Instructional Tutor Deaf and Hard of Hearing (DHH)	Open/Promotional	07/11/2018-08/07/2018

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**C.** The Commission will consider approving the Second Reading to amend Personnel Commission Rules as submitted.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**D.** The Commission will consider approving the new classification specification as submitted:

1. Benefits Supervisor Salary Range M16

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**E.** The Commission will consider the reclassification recommendation for Benefits Representative, effective \_\_\_\_\_.

Reference: 3.16, 3.16.1, 3.16.2

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**F.** The Commission will consider approving the Personnel Commission Staff to attend the 2018 NEOGOV Annual Training Conference on Thursday, October 11, 2018 and Friday, October 12, 2018 at The Mirage Hotel, Las Vegas. The conference and hotel cost not to exceed \$7,000.00.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**G.** The Commission will consider approving the minutes for June 20, 2018.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**V. Commissioner's/Director's Comments**

**VI. Closed Session:**

The Commission adjourned into closed session at \_\_\_\_\_ pursuant to Government Code Section 54957 to discuss:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Commission Director  
Personnel Analyst
  
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.  
Employee # 18-1003  
Employee # 18-1004  
Employee # 18-1005

The Commission reconvened into open session at \_\_\_\_\_ and announced the following action taken in closed session.

***Adjournment:***

The Commission adjourned the meeting at \_\_\_\_\_.